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6-27-2016

Department Requisition: Library equipment

Business Office, Fort Hays Kansas State College

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PURCHASE REQUISITION

PURCHASE DIV.
REFERENCE NO. _____

GROUP NO.	DATE WANTED	DATE	FUND	F	AGENCY	ACCOUNT
11		4-15-70	0460	3	246	00
70-219	REQUISITION NO.	DELIVERY	F. O. B.			
nc	4430					

I hereby certify that there are sufficient unencumbered funds in the allotment or appropriation from which this request is to be paid; that the items listed are required for the function of this agency. Purchase of the items listed below and/or the encumbrance of necessary funds is requested.

MAIL INVOICE

TO: Business Office
PHKSC
Hays, Kansas 67601

SHIP

TO: Forsyth Library
Fort Hays Kansas State College
Hays, Kansas 67601

AUTHORIZED SIGNATURE _____

ITEM NO.	ON HAND	REQUESTED QUANTITY	UNIT	DESCRIPTION OF ARTICLE OR SERVICE	ESTIMATE	
					UNIT PRICE	AMOUNT
				Request for shelving--must match and intermember existing shelving now used in Forsyth Library. Steel finish to be #23 Fawn Beige. Adjustable shelves to be standard (Not hinged bracket type.)		
		1		21' range Steel Bookstack, 20" x 90" with closed 20" base shelf and twelve 8" adjustable shelves per unit.		
		1		#12911.2 15' range Steel Bookstack, 24" x 90" with closed 24" base shelf and twelve 10" adjustable shelves per unit.		
		1		#12911.2 18' range Steel Bookstack, 24" x 90" with closed 24" base shelf and twelve 10" adjustable shelves per unit.		
		1		21' range Steel Bookstack, single face, wall hung 10" x 90" with closed 10" base and six 8" adjustable shelves per unit.		
		5		#12911 15' range Steel Bookstack, frames only, 24" x 90", with closed 24" base shelf.		
		2		#09290 Steel End Panels, 20" x 90"		
		4		#11290 Steel End Panels, 24" x 90"		\$2700.00
				SUGGESTED VENDOR: Remington Rand Office Systems Division of Sperry Rand Corp. 1901 Baltimore Avenue Kansas City, Missouri 66108 Attn: Charles King		

FOR USE OF PURCHASING DIVISION ONLY

Date Received by Purch. Div.	Date Received by Buyer	Date Released by Buyer	Date Ordered Written	Advertised	Posted	Informal	OTHER
PURCHASE ORDER NOS.				APPROVED _____			
				AUTHORIZED SIGNATURE _____			

NOTE: FOR UNUSUAL ITEMS INDICATE SOURCE OF SUPPLY ON REVERSE SIDE.